

**CM Information Resources Management Team (IRMT)
Draft Agenda**

December 4, 2002

1:00 – 3:30 PM, ACM-1 Conference Room, 3rd Floor, Portals*

Teleconference: (202) 366-0664

Desired Outcomes

- Share current plans and strategies to initially roll-out WebCM during the second quarter of FY 2003. Obtain Team perspective and ideas on such plans.
- Share strategies currently under consideration for other CM Automation initiatives in 2003.
- Share successes to date in demonstrating the use of Mod Tracking data through AF Technet to achieve a “closed loop” change control process.
- Demonstrate the re-design of the CM IRMT website and share near-term changes.
- Enjoy some holiday cheer ☺

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| 1:00 – 1:05 | Welcome and agenda overview | Bob Bostiga |
| 1:05 – 1:30 | WebCM Plans and Strategies <ul style="list-style-type: none">➔ Implementation schedule➔ Pre-production roll-out plans in 1st Qtr - 2003➔ Initial Operating Capability and Full Operational Capability➔ Training strategy➔ Planned user group➔ Other CM Automation initiatives in 2003 | Peter Nguyen |
| 1:30 – 2:00 | WebCM Q&A <ul style="list-style-type: none">➔ CM IRMT role➔ Team input | Team discussion |
| 2:00 – 3:00 | Mod Tracking – A pilot demonstration linking CM and Mod Tracking processes. <ul style="list-style-type: none">➔ Briefing➔ Intranet-based demonstration | Don Helbringer Chuck Gould |
| 3:00 – 3:15 | CM IRMT Web page <ul style="list-style-type: none">➔ New design and functionality | Bob Bostiga |
| 3:15 – 3:30 | Wrap-up | Team discussion |

Please note: Security has changed in the Portals. To access our floor, you must have a pass card to operate the elevator as well as enter through the glass entry doors on the 3rd floor. Please call myself at the number below or the following to announce your arrival. We will have someone in the Lobby about 5 minutes prior to the session to escort you. If you come later, please have these numbers:

Mary Banks - (202) 385-7217

Linda Durrett - (202) 385-7291